

## Troop Product Sale Manager (TPSM) 2016 Fall Sale Checklist

### Complete by September 15, 2016

- Attend in-person or online Fall Sale Training.
- Signed Product Sales Position Description turned in to Council to obtain User ID and Password for Nut-E.

### September 15 – 30, 2016

- Communicate details of Permission Fall Sale to parents and girls. Hand out Girl Packets.
- Log in to Nut-E to verify/update account information.
- Have Troop attend Service Unit Rally (or, if not available, host a Troop Rally).

### Complete by September 30, 2016

- Troop bank account **MUST** be entered into Nut-E.
- Double check ALL registered girls in your Troop are in the Nut-E system.
- Collect all **FULLY COMPLETED** Permission to Participate forms to be kept on file by Troop Leader for 1 year.
- If applicable, turn in Rally attendance form to [productsales@gsmists.org](mailto:productsales@gsmists.org).

### October 1 – 23, 2016

- Fall Sale order taking.
- Collect and deposit money into Troop account as received.

### Girl Packets (one per girl):

- Permission to Participate form
- Girl packet
- Money envelope

### October 23 – 26, 2016

- Collect paper order forms/magazine orders/address booklets from all girls.
- Input paper orders into Nut-E.
- Collect any money not already deposited and place in Troop bank account.
- Double check ALL addresses are filled out for EACH girl who turns in an address booklet. **DO NOT put into Nut-E unless complete!**
- Double check ALL information is filled in on paper magazine order forms and be ready to turn in white & yellow copies for each.
- Double check all order information added to Nut-E is correct.

### Complete by October 27, 2016

- Ensure **COMPLETED** paperwork is turned in to SUPSM, i.e. address booklets along with white & yellow magazine order forms.

### On or after November 2, 2016

- Bank sweep for total balance due Council.

### November 15 – 18, 2016

- Receive product.
- Receive girl rewards.

### November 15+, 2016

- Distribute product and girl rewards as soon as possible. Obtain signed receipts for all distributions.

### November 21, 2016

- Deadline to submit any bounced check information to Council